

Practice Peer-graded Assignment: Activity: Create an escalation email

Ready for the assignment?
You will find instructions below to submit.

- Instructions
- My submission**
- Peers to review

Project Title *

Discussions

Give your project a descriptive title

- Before submitting your escalation email, check it to make sure it meets the following criteria:
- . The email includes the following elements: a subject line, greeting, body, and closing. **(3 points)**
 - . The email maintains a friendly tone. **(1 point)**
 - . The email states your connection to the project. **(1 point)**
 - . The email explains the problem. **(1 point)**
 - . The email explains the consequences. **(1 point)**
 - . The email proposes at least one action or solution. **(1 point)**
 - . The email makes a request. **(1 point)**

The email may be submitted as a Google doc or a downloadable file (.doc, .docx, .pdf).
If submitting the email as a Google doc, enter the URL below. You may also include an optional title or caption. **Please make sure to check the sharing settings to confirm your peers have "view" access. If your doc settings are not accessible to everyone, you may not receive a passing grade.** For more support on sharing settings, you can visit [this resource](#)[↗].



https://example.com

If submitting the email as a .doc, .docx, .pdf file, upload your document below.
Note: To upload a file, you must also enter a value into the URL box above. Type “https://www.com” into the URL box to ensure your file uploads successfully.



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Upload
File

Your submission will be anonymous to fellow learners and your name will be visible to course instructors.